

## LOGGING IN and GETTING STARTED

There are two sets of directions in this document. The first directions are text only. The second set has screen shots. Choose the set that best suits your learning needs. Screen shots are on page 2.

### Logging In:

1. Type in <http://www.nbcc.ca> in your browser (Internet Explorer, Firefox, etc.)
2. At the top of the NBCC page, click on the word Blackboard.
3. Type in your Username and Password and then click OK.
4. This will take you to your Blackboard page.

### Change Password

1. The first time that you log in you should click My Places at the top of the screen so that you can change your password.
2. In the pop-up click Personal Information.
3. On the Personal Information screen click Change Password.
4. Type in your new password in the two spaces provided (Password and Verify Password).
5. Click Submit
6. At the top of the screen you will get a message in a green banner that says "Success" Password edited. If you wish to change any other Personal Information you can do so on this page.
7. Click on the Blackboard Tab at the top of the page to bring you back to your Blackboard page.



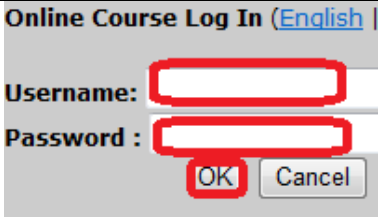
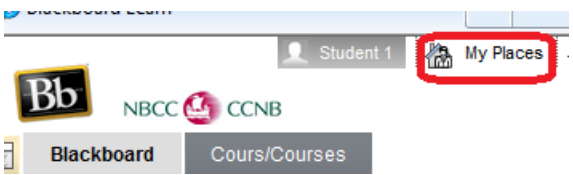
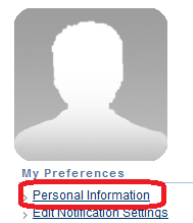
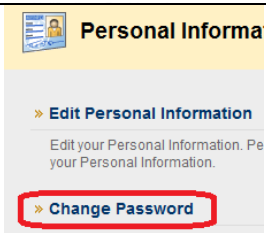
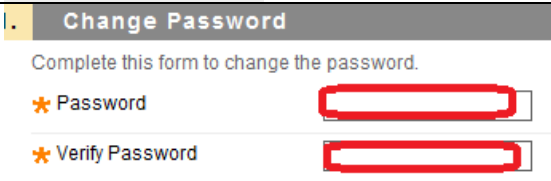
### Blackboard Page Orientation

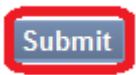
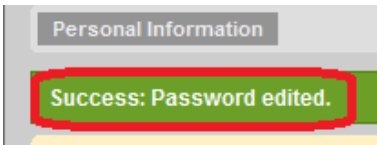
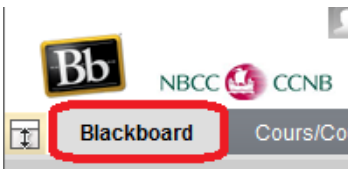
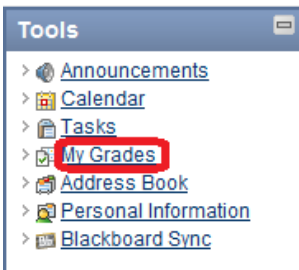
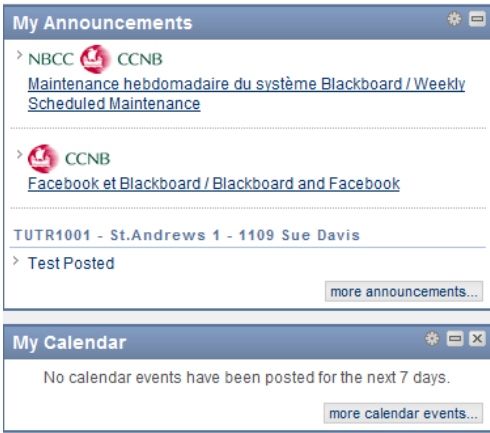
- On the upper-left of the page you will see a section called Tools. You can view your marks for assignments, tests, etc by clicking on My Grades.
- In the middle section of the screen you will see My Announcements. In this space you will see announcements for all Blackboard students as well as announcements from specific instructors. Below that is My Calendar. If your instructors set up a course calendar then events will be listed in this space.
- On the right side of the page is My Courses, when you wish to access one of your courses you just click on the title of the course.
- You can move things around on your Blackboard page by placing your cursor in the top blue band of a section. Your cursor will now look like it has four arrows. You can drag and drop sections to different areas of your page.


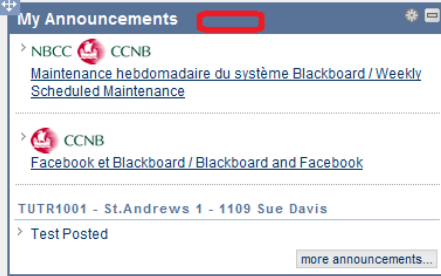
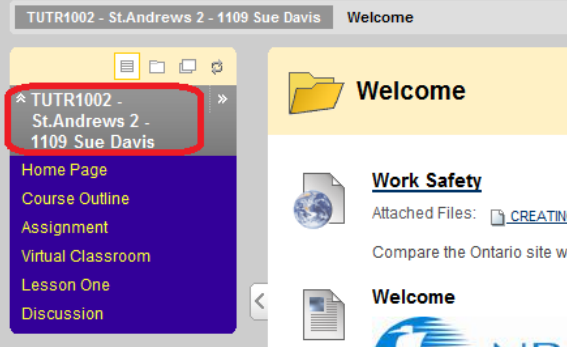
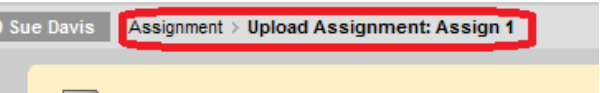
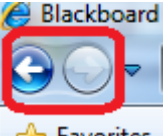
### Navigating Your Course

- On the left side, below the grey area, you will find the course menu. You can click on any item to take you to that section of your course. If you do not see your course menu, just click on the grey box.
- There are a few ways to navigate around your course: Breadcrumbs - these are the words at the top of your screen next to the name of your course. These show the path you have followed. To

go back, just click on one of the words in the path. Browser - In your browser you have a back button that you can use to go back a step to where you were previously. Arrows - If you are in a course module, you may see arrows in the top left corner that you can use to move forward and back.

Logging In	
<p>Step One</p> <p>Type in <a href="http://www.nbcc.ca">http://www.nbcc.ca</a> in your browser (Internet Explorer, Firefox, etc.)</p>	
<p>Step Two</p> <p>At the top of the NBCC page, click on the word Blackboard</p>	
<p>Step Three</p> <p>Type in your Username and Password and then click OK.</p>	
Change Password	
<p>Step One</p> <p>This will take you to your Blackboard page and the first time that you log in you should click My Places at the top of the screen so that you can change your password.</p>	
<p>Step Two</p> <p>In the pop-up click Personal Information.</p>	
<p>Step Three</p> <p>On the Personal Information screen click Change Password.</p>	
<p>Step Four</p> <p>Type in your new password in the two spaces provided (Password and Verify Password).</p>	

<p>Step Five</p> <p>Click Submit</p>	
<p>Step Six</p> <p>At the top of the screen you will get a message in a green banner that says "Success" Password edited. If you wish to change any other Personal Information you can do so on this page.</p>	
<p>Step Seven</p> <p>Click on the Blackboard Tab at the top of the page to bring you back to your Blackboard page.</p>	
<h3>Blackboard Page Orientation</h3>	
<p>Tools</p> <p>On the upper-left of the page you will see a section called Tools. You can view your marks for assignments, tests, etc by clicking on My Grades.</p>	
<p>Announcements and My Calendar</p> <p>In the middle section of the screen you will see My Announcements. In this space you will see announcements for all Blackboard students as well as announcements from specific instructors. Below that is My Calendar. If your instructors set up a course calendar then events will be listed in this space.</p>	
<p>My Courses</p> <p>On the right side of the page is My Courses, when you wish to access one of your courses you just click on the title of the course.</p>	

	
<p>Moving Things Around</p> <p>You can move things around on your Blackboard page by placing your cursor in the top blue band of a section. Your cursor will now look like it has four arrows. You can drag and drop sections to different areas of your page.</p>	
<h3 style="text-align: center;">Navigating your Course</h3>	
<p>Navigating your Course</p> <p>When you enter a course it will look something like this. On the left side, below the grey area, you will find the course menu. You can click on any item to take you to that section of your course. If you do not see your course menu, just click on the grey box.</p>	
<p>Navigating your Course</p> <p>There are a few ways to navigate around your course:</p> <p>Breadcrumbs - these are the words at the top of your screen next to the name of your course. These show the path you have followed. To go back, just click on one of the words in the path.</p> <p>Browser - In your browser you have a back button that you can use to go back a step to where you were previously.</p> <p>Arrows - If you are in a course module, you may see arrows in the top left corner that you can use to move forward and back.</p>	<p>Breadcrumbs</p>  <p>Browser Back Button</p>  <p>Arrows</p> 